

# Using Releases to Stick to Your Project Plan

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1. Outcomes, objectives, deliverables, tasks, and subtasks
2. The four quadrants
3. Motivating contributors
4. Release blockers versus roll-overs
5. Timing all the facets of the release
6. In every release: Release Notes

# Outcomes, Objectives, and Deliverables

Way of thinking through your project plan.

Outcome: Team will be stronger because they've connected socially.

Objective: Provide a nice dinner and lots of beer.

Deliverables: Burgers, beer, condiments.

Tasks: Buy the buns, make the burgers, *et cetera*.

# What's an Outcome?

What will be possible when you're done?

How will the world be different for whom?

LORD MAYOR’S SHOWS

TEI-encoded, diplomatic transcriptions of early modern lord mayor’s shows. When complete, these digital texts will constitute a complete anthology of mayoral pageantry in London between 1585 and 1639.

<https://jenkins.hcmc.uvic.ca/job/MoEML/lastSuccessfulBuild/artifact/static/site/mdtPrimarySourceLibraryMayoral.htm>

Date ▼	Title ▼	Author ▼	Status ▼
	Test file for rewriting hierarchy around page breaks↗		Draft↗
1585	The Device of the Pageant Borne before Wolstan Dixie↗	George Peele	Published↗
1590	The Device of the Pageant↗	Thomas Nelson	Draft↗
1591	Decensus Astraeae↗	George Peele	Draft↗
1605	The Triumphs of Reunited Britannia↗	Anthony Munday	Published↗
1609	Camp-Bell, or the Ironmongers’ Fair Field↗	Anthony Munday	Published↗
1611	Chrusothriambos↗	Anthony Munday	Published↗
1612	Troia-Nova Triumphans, or London Triumphing↗	Thomas Dekker	Published↗
1613	The Triumphs of Truth↗	Thomas Middleton	Published↗
1614	Himatia-Poleos: The Triumphs of Old Drapery, or the Rich Clothing of England↗	Anthony Munday	Published↗
1615	Metropolis Coronata↗	Anthony Munday	Published↗
1616	Chrysanaleia↗	Anthony Munday	Published↗
1617	The Triumphs of Honor and Industry↗	Thomas Middleton	Draft↗
1618	Sidero-Thriambos. Or Steele and iron triumphing↗	Anthony Munday	Published↗
1619	The Triumphs of Love and Antiquity↗	Thomas Middleton	Published↗
1620	Tes Irenes Trophæa, or the Triumphs of Peace↗	John Squire	Published↗

# Formula for an Outcome:

User will be able to ....

Scholars will be able to use our old-spelling transcriptions of all the mayoral shows and understand how we prepared them.

The peer reviewer will be able to review the complete OS anthology.

Our modern editors will have base texts from which to work.

# What's an objective?

What do you and your team need to do?

# Formula: We + verb ...

1. We will complete all the tasks on the Progress Chart.
2. We will write, encode, and publish introductory note.



# Progress Charts

## MAYORAL SHOWS PROGRESS CHART

✳ List documents mentioning [Mayoral Shows Progress Chart](#)

The following table records the final clean-up performed on the diplomatic transcriptions of the mayoral shows and indicates which *MoEML* team member undertook each task.

Title ▼	Year ▼	xml:id ▼	Restructured ▼	Inline CSS ▼	Entity Tagging ▼	Entity Tagging Checked ▼	Tr C
<a href="#">The Device of the Pageant Borne before Wolstan Dixie</a>	1585	<a href="#">DIXI2</a>	✓ (CT)	✓ (CT)	✓ (CT)	✓ (KL)(CH)	✓ (
<a href="#">The Device of the Pageant</a>	1590	<a href="#">DEVI3</a>	✓ (CT)	✓ (CT)	✓ (CT)	✓ (KL)(CH)	✓ (
<a href="#">Decensus Astraeae</a>	1591	<a href="#">DECE1</a>	✓ (CT)	✓ (CT)	✓ (CT)	✓ (KL)(LS)	✓ (
<a href="#">The Triumphs of Reunited Britannia</a>	1605	<a href="#">TRIU2</a>	✓ (CT)	✓ (CT)	✓ (CT)	✓ (KL)(CH)	✓ (
<a href="#">Camp-Bell, or the Ironmongers' Fair Field</a>	1609	<a href="#">CAMP3</a>	✓ (CT)	✓ (CT)	✓ (CT)	✓ (KL)(CH)	✓ (

# What's a Deliverable?

What do you have to supply, produce, create, or find in order to achieve your objectives?

# Formula: Nouns

31 OS transcriptions with all entities tagged, bibliographic features captured, and transcription perfected.

# Tasks

- Tasks are the things that need to be done to achieve objectives and deliver the deliverables.
- Tasks can be assigned to team members (or team members can sign up for them), reassigned, and checked off.

# Formula: verb

- Create PDF
- Convert <sp> to <label>
- Combine split paragraphs
- Transform split paragraphs and correct margins
- Assure correctness of margins (Inline CSS)
- Double Check EEBO Pages (Entity Tagging)
- Double Check <pb facs>
- Check transcription carefully
- Proof notes
- Re-check entity tagging
- Do final CSS check
- Tell JJ that the transcription is ready for last two checks
- Do first editorial check.
- Tell Editor 2 that Check 1 is done
- Do second editorial check.
- Tell JJ that Check 2 is done.
- Change status to "Published"

For the deliverable “Project Release Notes”:

- Itemize menu changes.
- Flag changes to mission statement.
- Highlight Mayoral Shows OS Texts as featured content in this release.
- Write paragraph on ePubs and PDFs.
- Count new entities, pages, links, *et cetera*.

# Using Release Management and Project Planning Together

Release 6.4 is going to deliver X, Y, Z deliverables.

Don't work on A, B, or C!

- Do not add new objectives and deliverables.
- Do not add new tasks *unless* they help achieve the objectives and deliver the deliverables.
- Keep your eye on the outcomes: will today's tasks contribute to that outcome?
- How long will new tasks take? And how many other tasks will they generate?



# Examples

RA wants to go back and add spaces between letter and number in signature line. ☐ Y/N?

RA wants to make PDFs of the shows. ☐ Y/N?

PI wants to add new id numbers to the Mapography. ☐ Y/N?

PI wants to add metadata for the digital surrogates. ☐ Y/N?

PI wants to add a chart with titles, mayors, years, and companies. ☐ Y/N?

# Quadrants (Franklin-Covey)

	Urgent	Not-Urgent
Important	Important and Urgent Q1	Important and Non Urgent Q2
Not Important	Not important but somehow urgent! Q3	Not important and not urgent Q4

# Quadrants (Franklin-Covey)

	Urgent	Not-Urgent
Important	<p>Important and Urgent</p> <p><b>DROP EVERYTHING ELSE</b></p>	<p>Important and Non Urgent</p> <p><b>JOY, PURPOSE</b></p>
Not Important	<p>Not important but somehow urgent!</p> <p><b>RESENTMENT</b></p>	<p>Not important and not urgent</p> <p><b>PLAY</b></p>

# Quadrants (Franklin-Covey)

	Urgent	Not-Urgent
Important	Fixing broken build	<b>Tasks on the list for the release.</b> Making chart with titles, mayors, years. Adding metadata for digital surrogates.
Not Important	Adding spaces	Adding ID numbers

# Motivating Contributors

Rolling release meant that contributors didn't take deadlines seriously.

Now: "If you want your work to appear in v.6.4, which is being released in YYYY-MM, I will need it by YYYY-MM-DD. The next release after that will be no earlier than YYYY-MM."

# Release Blockers versus Roll-Overs

Release blockers = things you must do before the release






Says who?!

**Use of @style or @rendition in born-digital documents (45) ►**

You say.

## Rolled from 6.3:

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- ✓ Locations needing abstracts  >
- ✓ Files with Incomplete <sourceDesc> v6.4  >
- ✓ Draft/Hidden Content v6.4  >
- ✓ Praxis and Info Pages v6.4  >
- ✓ Unused Images in Repo v6.4  >

# Featured Content

Build your release around a key deliverable from your overall project plan (or grant application).

Examples:

- A major text (or sections thereof)
- An anthology
- A major new feature/functionality
- A new dataset
- A new layer of annotation on your text

Gets stuff done! Keeps you moving towards those key objectives and outcomes.



# Timing all the Facets of the Release

Programming Team (new features)

Research Team (3.5 FTE RAs)

External Contributors

Leaders

# Release Notes

Every release must have release notes.

Borrowing the practice of the programming world.

# What to Include

Descriptions of new content (with links)

New features

New design

Any changes to menus

Additions of new interstitial data (people, places, links  
– count them!)

Acknowledgements

# Where to Publish Release Notes

Blog post? News item?

<https://mapoflondon.uvic.ca/news.htm>

# PROJECT EVOLUTION

✿ List documents mentioning Project Evolution

- History<sup>↗</sup>
- Release Notes<sup>↗</sup>
- Progress Charts<sup>↗</sup>
- Project Plans<sup>↗</sup>
- New Directions<sup>↗</sup>

[https://jenkins.hcmc.uvic.ca/job/MoEML/lastSuccessfulBuild/artifact/static/site/project\\_evolution.htm](https://jenkins.hcmc.uvic.ca/job/MoEML/lastSuccessfulBuild/artifact/static/site/project_evolution.htm)